

COS Agency Level User Types

User Type	Roles	Description
Agency Level 1 eLink	<ul style="list-style-type: none"> • Requisition Creator (Recruiter) • Agency Approver (Manager) • Kenexa 2x User (BrassRing User) 	Agency Level 1 eLink (AL1e) is a COS user type specifically designed for HR Administrators. AL1e users can be designated to create and approve requisitions. They can access requisitions for viewing and search for requisitions where they are designated as part of the requisition team. They can view the certified register report attachment. It allows for opening and viewing a candidate's Talent Gateway forms, Job Response forms, résumés and cover letters. An AL1e user can view and update a candidate's HR status as well as search for candidates in both open and closed requisitions where they are designated as part of the requisition team. The AL1e user can access and send email communications (from a template list) to candidates as well as eLink requisition and candidate information to non-COS users. Filtering requisition folders according to specific search criteria is available to this user type.
Agency Level 1	<ul style="list-style-type: none"> • Requisition Creator (Recruiter) • Agency Approver (Manager) • Kenexa 2x User (BrassRing User) 	Agency Level 1 (AL1) is a COS user type specifically designed for HR Administrators. AL1 users can be designated to create and approve requisitions. They can access requisitions for viewing and search for requisitions where they are designated as part of the requisition team. They can view the certified register report attachment. It allows for opening and viewing a candidate's Talent Gateway forms, Job Response forms, résumés and cover letters. An AL1 user can view and update a candidate's HR status as well as search for candidates in both open and closed requisitions where they are designated as part of the requisition team. The AL1 user can access and send email communications (from a template list) to candidates. Filtering requisition folders according to specific search criteria is available to this user type.
Agency Level 2 eLink	<ul style="list-style-type: none"> • Requisition Creator (Recruiter) • Agency Approver (Manager) • Kenexa 2x User (BrassRing User) 	Agency Level 2 eLink (AL2e) is a COS user type specifically designed for HR Administrators. AL2e users have the ability to create and approve requisitions, to access requisitions for viewing, and to search for requisitions where they are designated as part of the requisition team. They can view the certified register report attachment. It allows for opening and viewing a candidate's Talent Gateway forms, Job Response forms, résumés and cover letters. An AL2e user can view and update a candidate's HR status in open requisitions where they are designated as part of the requisition team. The AL2e user can access and send email communications (from a template list) to candidates as well as eLink requisition and candidate information to non-COS users Filtering requisition folders according to specific search criteria is available to this user type.
Agency Level 2	<ul style="list-style-type: none"> • Requisition Creator (Recruiter) • Agency Approver (Manager) • Kenexa 2x User (BrassRing User) 	Agency Level 2 (AL2) is a COS user type specifically designed for HR Administrators. AL2 users have the ability to create and approve requisitions, to access requisitions for viewing, and to search for requisitions where they are designated as part of the requisition team. They can view the certified register report attachment. It allows for opening and viewing a candidate's Talent Gateway forms, Job Response forms, résumés and cover letters. An AL2 user can view and update a candidate's HR status in open requisitions where they are designated as part of the requisition team. The AL2 user can access and send email communications (from a template list) to candidates. Filtering requisition folders according to specific search criteria is available to this user type.
Agency Level 3 eLink	<ul style="list-style-type: none"> • Kenexa 2x User (BrassRing User) 	Agency Level 3 eLink (AL3e) is a COS user type specifically designed for HR liaisons in field offices. AL3e users have the ability to access requisitions for viewing and to search for requisitions where they are designated as part of the requisition team. They can view the certified register report attachment. It allows for opening and viewing a candidate's Talent Gateway forms, Job Response forms, résumés and cover letters. An AL3e user can see a candidate's HR status in open requisitions where they are designated as part of the requisition team. The AL3e user can eLink requisition and candidate information to non-COS users Filtering requisition folders according to specific search criteria is available to this user type.
Agency Level 3	<ul style="list-style-type: none"> • Kenexa 2x User (BrassRing User) 	Agency Level 3 (AL3) is a COS user type specifically designed for HR liaisons in field offices. AL3 users have the ability to access requisitions for viewing and to search for requisitions where they are designated as part of the requisition team. They can view the certified register report attachment. It allows for opening and viewing a candidate's Talent Gateway forms, Job Response forms, résumés and cover letters. An AL3 user can see a candidate's HR status in open requisitions where they are designated as part of the requisition team. Filtering requisition folders according to specific search criteria is available to this user type.
Agency Level 4	<ul style="list-style-type: none"> • Kenexa 2x User (BrassRing User) 	Agency Level 4 (AL4) is a COS user type specifically designed for hiring managers. AL4 users have the ability to access requisitions for viewing and to search for requisitions where they are designated as part of the requisition team. They can view the certified register report attachment. It allows for opening and viewing a candidate's Talent Gateway forms, Job Response forms, résumés and cover letters. An AL4 does not have access to social security numbers, date of birth, HR statuses, or any forms not already identified. Filtering requisition folders according to limited search criteria is available to this user type.